

2003/2004 Local Community Conservation Corps Grant Guidelines



The Department of Conservation (Department) will allocate to certified community conservation corps for beverage container recycling and litter reduction programs \$15 million plus a cost of living adjustment (COLA) less \$500,000 for competitive grant projects. All grants awarded cannot comprise more than 75 percent of the annual budget of each corps. Certified community conservation corps interested in applying **must submit an application to the Department by February 24, 2003.**

INTRODUCTION

The goal of the Department's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value (CRV) beverage containers – aluminum, glass, plastic, and bimetal. Projects established by community conservation corps must assist in reaching and maintaining this goal. The following guidelines provide information needed to apply for grant funding from the Department.

2003/2004 FUNDING

Each certified corps would be allocated a prorated share of the remainder of the annual funding (\$14.5 million) based on the percentage received in fiscal year 2002/03. The 2003/04 COLA will be divided equally among the corps.

CORPS ELIGIBILITY

Community conservation corps certified by the California Conservation Corps by March 1, 2003 may apply.

ELIGIBLE PROJECTS

All project(s) must have a major emphasis on beverage container recycling and/or litter abatement and must involve the collection of all CRV material types. Projects that are eligible for grant funds include, but are not limited to:

- Developing new projects to increase beverage container recycling volumes and consumer convenience.
- Enhancing or assisting existing projects that increase beverage container recycling.
- Increasing awareness for the "where, what and why" of beverage container recycling.
- Litter abatement.
- The proportional share of corpsmember development costs directly related to beverage container recycling/awareness projects.

INELIGIBLE PROJECTS

Ineligible projects include used-tire recycling projects, graffiti removal, composting projects, cleanup and beautification of private property (excluding right-of-ways). If you are uncertain as to whether a project is eligible, you may contact your assigned grant manager.

MINIMUM REQUIREMENTS

To qualify for review, each corps grant application package must meet all of the following minimum requirements:

1. The Department must receive the grant application on or **before 4:00 p.m. on February 24, 2003.**
2. A cover letter must be signed by the board of directors endorsing the grant application package.
3. The projects must serve to increase collection and recycling of CRV beverage containers.
4. Corps must be in good standing with the Department (i.e., no outstanding fines, penalties or audit findings due the Department).

GRANT APPLICATION REQUIREMENTS

The corps grant application **must** include the following:

- ❑ **Electronic copy.** Applications must be submitted electronically as a Microsoft Word document formatted for 8 ½" by 11" office paper and be no longer than five (5) single-spaced pages with a minimum type size of 10 points.
- ❑ **Cover Page. (Attachment A)** Complete the entire form, including the assembly and senate district information and district number(s) that can be found at www.leginfo.ca.gov/yourleg.html or by contacting your county library or county clerk. A signed copy must be faxed to the Department.

- ❑ **Proposed Grant Summary.** Provide a detailed summary of the beverage container recycling program planned for fiscal year 2003/04. The summary must include the following:

Need. Each corps provides services unique to populations and geographic areas. Corps are in the best position to identify the beverage container recycling needs of their service area and to develop a program that addresses those needs. Describe the needs and explain how they were identified. Include supporting evidence as appropriate. This could include data from waste audits, market analysis and/or public surveys.

Projects. Describe specific actions the corps will undertake to address the beverage container recycling needs identified for the communities and jurisdictions served.

Goal and Target. State what you plan to accomplish and a specific target to be achieved by the end of the agreement term [*e.g., This project will increase the volume of CRV beverage containers collected (goal) by 25 percent (target)*]. The target must be supported with baseline data (*e.g., data that supports the current level of recycling and/or education and awareness, and data supporting the missed volume and/or population.*).

Objectives. List the strategies you will use to achieve your targeted goal [*e.g., The goal will be achieved by (1) expanding the service area of the curbside recycling program and (2) increasing the number of restaurants served.*].

Performance Measures. Describe what data you will analyze to measure the effectiveness of the work performed and the results achieved (aka outcomes). Also describe the methodology you will use to collect data throughout the project, including pre/post data and periodic assessments (*e.g., The volume of beverage containers collected will be analyzed as reported on DR-6's. Baseline data will be the volumes achieved last fiscal year. Throughout the project volumes from DR-6's will be summarized on a monthly basis and compared to prior volume levels to determine the percentage change.*).

- ❑ **Budget Summary.** Provide a budget consistent with your existing accounting system and a narrative explanation and justification for planned expenditures. All costs should be reasonable and cost-effective when compared to the program goal(s). Be specific as to the types of equipment requested. Corps are encouraged to contact multiple vendors in order to submit a realistic

estimate of cost. The budget summary must cover the entire program planned for fiscal year 2003/04 as described in the grant summary. It must show the amount to be funded by the Department; the amount to be funded through matching funds, in-kind services and recycling revenues; and the total program costs. It must also state the number of corpsmember hours included in the proposed budget. Letters from partners can be submitted as an attachment to the application package. Submit a copy of the most recent audited financial statements.

- ❑ **Implementation Schedule. (Attachment B)** Provide a detailed listing of *major* milestones toward completion of the corps recycling program and achievement of goals with target dates. The schedule should be realistic and also include milestones related to the establishment of new baseline data (if applicable), data collection and evaluation of outcomes.
- ❑ **Monthly Funding Request Form. (Attachment C)** Complete the form for July 2003 by requesting one-twelfth of your annual allocation. Include a brief summary of accomplishments anticipated during the month of July.
- ❑ **Cash Advance Request (if needed).** Submit a written request specifying an amount, the circumstances that necessitate an advance, and a supporting cash flow analysis for 2003/04 fiscal year.

HOW TO SUBMIT THE GRANT APPLICATION PACKAGE

Send the completed grant application electronically to Grants@consrv.ca.gov. Fax an application cover page with a signature (not typed) to the Department at (916) 322-8758. The faxed cover page must be received by the established deadline.

TENTATIVE SCHEDULE

ACTIVITY	DATE
Release grant guidelines	January 6, 2003
Application packages due	February 24, 2003
Application packages approved	April 7, 2003
Grant agreements signed	May 12, 2003
Effective date of agreements	July 1, 2003
End of 12-month work plan	June 30, 2004
Termination of grant agreement	September 30, 2004

ADMINISTRATION

Once the corps grant applications are reviewed and the grant funding allocations are approved by the Department, grant agreements will be drafted. Grant agreements consist of standard terms and conditions, a grant summary, budget, and an implementation schedule with measurable milestones. All funds awarded must be expended between July 1, 2003 and June 30, 2004. The grant term of 15 months allows three (3) months beyond the fiscal year to compile final data, final reconciliation, and draft and submit a final report to the Department.

Each corps will be required to submit quarterly program status reports, quarterly actual expenditures of grant funds and anticipated monthly expenditures for the balance of the fiscal year, and a final report. Failure to submit the final report may jeopardize a corps' continued grant funding.

Payments will be made in 12 equal allocations. As a condition of receiving monthly allocations, each corps will be required to submit a monthly funding request form that briefly describes accomplishments during the previous month toward achievement of beverage container recycling program goals. Corps must retain financial records, in accordance with generally accepted accounting principles, of expenditures incurred during the course of the grant term. Such records shall be readily available for inspection by the Department.

Revenues received from the materials collected through Department-funded beverage container recycling efforts may be expended for any public benefit or purpose, including use as a cash reserve.

Each corps is responsible for compliance with all Department certification or registration requirements for projects implemented with grant funds.

Designation of Signing Authority. If the individual that signs the grant agreement will be delegating authority to sign monthly funding request forms and other grant agreement documents to a staff person, a letter of designation must be submitted to the Department on corps letterhead. The letter must state the name and title of the individual and list the documents the individual is authorized to sign in lieu of the person that signed the grant agreement. A new letter must be submitted to the Department each time there is a change in delegation.

Advances. Government Code Section 11019 authorizes the Department to make advance payments to corps if it is determined that a cash advance is essential for the effective implementation of the corps beverage container recycling program. The Department may disburse up to 25 percent of the total grant amount as a cash advance. Advance payments require approval by the Department of Finance (DOF). A letter acknowledging the advance repayment terms will be sent to the corps for signature. Once DOF approves the request, the Department's Accounting Office will process it with the monthly allocation for July.

Cash advances must be fully accounted for by the end of the grant term. After disbursing an advance, the Department will withhold equal portions of the advanced amount from monthly allocations.



Application Cover Page

Local Conservation Corps Name		Federal Identification Number	
Mailing Address			
City		State	Zip Code
Funding Amount \$			
Executive Director		Telephone:	Fax:
		E-mail Address:	
Recycling Coordinator		Telephone:	Fax:
		E-mail Address:	
Project Site's Assembly Member(s)	District No.	Project Site's Senate Member(s)	District No.
Attach additional sheets, if necessary, for more project site district representatives.			
Provide a brief description of the proposed beverage container recycling program for 2003/2004:			
Person Authorized to bind the organization in a grant agreement			
Name (Print)	Title	Signature (required)	
<u>Certification:</u> <i>I assume responsibility to ensure compliance with all the state and local environmental requirements and all appropriate codes, laws, regulations, and guidelines prior to the expenditure of grant funds. I further declare under penalty of perjury that all information submitted for the Department of Conservation's consideration is true and accurate to the best of my ability.</i>			
Executive Director			
<div style="border-bottom: 1px solid black; margin-bottom: 10px; width: 80%; margin-left: 100px;"></div> <div style="display: flex; justify-content: space-between; margin-left: 100px;"> Signature (Required) Date </div>			

ATTACHMENT B

[illegible]

Monthly Funding Request Form

DATE:		FUNDING FISCAL YEAR: 2003/2004	
GRANT NUMBER: 5003-3		GRANTEE NAME:	
AMOUNT AWARDED: \$	AMOUNT ADVANCED: \$	DATE OF ADVANCE: N/A	
REQUEST NO.: 1	FOR MONTH OF:	MONTHLY ALLOCATION: \$	
ADVANCE REPAYMENT AMOUNT: \$	AMOUNT REQUESTED THIS INVOICE: \$	AMOUNT TO BE PAID: \$	
BALANCE: \$			
SUMMARY OF ACTIVITY PERFORMANCE AND/OR DIFFICULTIES:			
CRV Volumes collected to date: Aluminum:_____ Glass:_____ Plastic:_____ Bimetal:_____.			
<u>Certification:</u> <i>I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays are for the purposes set forth in the grant agreement.</i>			
Authorization			
Executive Director (signature)	Date	Grant Manager	Date
Printed Name		Section Supervisor	Date

ATTACHMENT D

PROPOSAL PACKAGE CHECKLIST

Use this checklist to confirm that all the required information is included in your proposal package prior to submittal to the Department.

- ☐ **Attachment A (Grant Application Cover Page).** Must be signed by a person authorized to bind the organization to a grant agreement. Signed copy must be faxed.
- ☐ **Proposed Grant Summary (Including the following):**
 - **Need**
 - **Projects**
 - **Goal and Target**
 - **Objectives**
 - **Performance Measures**
- ☐ **Attachment B (Implementation Schedule)**
- ☐ **Attachment C (Monthly Funding Request Form)**
- ☐ **Budget Summary**
- ☐ **Advance Request (if applicable).** Remember to include the amount requested on the monthly funding request form and other documents necessary for the advance.
- ☐ **Letter of Designation (if applicable)**